



OLALEYE ABOSEDE MARY

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Objective

I'm a detail oriented and highly passionate Health Information Management Lecturer who seeks to make significant impact in any Institution I find myself. I am determined to help promote the goals and objectives of such organisation through personal commitment and dedication to duty. I'm ready to take up challenging roles that values honesty, loyalty, professionalism, good relationship and excellent performance. I would love to translate my acquired theoretical and practical knowledge, expertise and skills into values for your students and institution.

Experience

- University of Medical Sciences, Ondo, Ondo-State, Nigeria** February 2023 - Till Present
Graduate Assistant
I am the Examination Officer for the Department, I tutor students and assist Lecturers in taking classes, I actively participate in the supervision and collation of students results. I also provide administrative support to the H.O.D of my Department.
- Evercare Hospital Lekki Nigeria** 1st September 2021 - February 2023
Medical Records Officer
I am saddled with the following responsibilities;
1) Preparation of weekly, monthly and annual statistical report which is submitted using the National Health Information Management System
2) Qualitative and Quantitative analysis of records on daily basis
3) Electronic indexing and grouping of diseases
4) Release of patient's investigation reports and medical records when requested in accordance to HIPAA.
5) Scanning and uploading of patient's external report to their respective electronic medical records (EMR).
6) Monitoring and Reporting of Quality Indicators for the purpose of Quality Assurance and Risk Assessment.
- Obafemi Awolowo University Teaching Hospital Complex, Ile-Ife, Osun-State, Nigeria** 1st July 2021 - 27th August 2021
Health Information Management Officer (SIWES)
I collated data in the Cancer registry, updated admission, discharge and death register.
I also registered patients for medical patients, maternal care.
Filling of master indexes in alphabetical order. Electronic indexing and discharge of discharged patients' records.
- B.F.F. Ojehomon Law Firm, Ibadan, Oyo-State, Nigeria** 1st March 2021 - 30th April 2021
Confidential Secretary
Greeted and politely attended to clients by providing necessary information at my disposal.
Office management, procurement of office items, disbursement of letters to various legal firms within and outside Ibadan.
Weekly reporting of court cases handled to the Principal Counsel.
- Alex Ekwueme Federal University Clinic, Abakaliki, Ebonyi State, Nigeria** 3rd December 2019 - 15th October 2020
Medical Records Officer (NYSC staff)
I managed students and staff records.
Filled students records in a numerical order. Keep track of prevalent diseases and reported it to the appropriate authority on monthly basis.
I participated in manning of students annual health assessment and fitness exercise.
- University of Ilorin Teaching Hospital, Ilorin, Kwara State, Nigeria** 6th August 2018 - 23rd September 2018
Medical Records Officer (SIWES)
Filling of patient's records using Terminal digit system of filling.
Retrieval of patient's records for continuity of care and research purpose.
Dispatch of various forms to all departments through rationing.
Coding and Indexing of both inpatient and outpatient diseases
- Federal Medical Centre, Owo, Ondo-State** 12th October 2016 - 27th July 2017
Health Information Management Officer (Industrial Training)
Booking of patient's appointment for follow up visits using blocked system of appointment.
Coding and Indexing of Medical and Surgical Procedures.
Tracing of patient's health records using individual tracing system.
Ensuring prompt retrieval of patient's health records from clinic areas to prevent unauthorized access to patient's records.
- University College Hospital, Ibadan, Oyo-State, Nigeria** 8th August 2015 - 30th September 2015
Health Information Management Officer (Industrial Training)

Registration and Documentation of patient's health Information using computer system.
Maintenance, Scheduling, Preserving and disposal of records at expiration of retention period.
Creation of New Records and prompt retrieval of existing health records for treatment of patients.

Education

- **Lead City University, Ibadan, Oyo State** 2022
Health Information Management/ B.Sc
First Class Honours (4.87/5.0)
- **School of Health Information Management,Obafemi Awolowo University Teaching Hospital,Ile-Ife, Osun-State,Nigeria,** 2019
Health Information Management/ Higher National Diploma (HND)
Distinction (4.84/5.0)
- **School of Health Information Management,Obafemi Awolowo University Teaching Hospital,Ile-Ife, Osun-State, Nigeria** 2016
Health Information Management/Ordinary National Diploma (OND)
Distinction (4.68/5.0)
- **Success High School, Ado-Ekiti, Ekiti State, Nigeria** 2014
Senior Secondary School Certificate
SSCE
- **St. Stephen 's Anglican Primary School, Igbara-Odo, Ekiti State, Nigeria** 2007
Primary School Leaving Certificate
PSLC

Skills

- Proficient in the use of computer system softwares such as Microsoft office suites, IBM SPSS, Electronic medical records (Akhil), Excellent written and verbal communication skills, effective time management, keen attention to details, problem solving skills, Team player and Leadership skills.

Projects

- **Documentation and Registration as tools for Quality Patient Healthcare Delivery. A case study of Obafemi Awolowo University Teaching Hospital, Ile-Ife, Osun-State, Nigeria**
The factors negatively affecting documentation and registration were carefully examined.
The effects of documentation and registration on quality of patient's healthcare were determined.
Solutions were prescribed for ineffective documentation and registration in the study area.
- **The Influence of Adoption and Use of Electronic Health Records System on the Quality of Health Care Delivery in Neuropsychiatric Hospital, Aro, Abeokuta**
The outcome of the study showed that the full adoption and use of Electronic Health Records System will minimize the various patient's health and safety issues,hence, will enhance the quality of healthcare delivery to patients.

Achievements & Awards

- Overall Best Graduating Student dated November 2019
- Best Student Award in Hospital Statistics dated November 2019
- Best Student Award in Disease Classification and Clinical Coding dated November 2019
- Best Student Award in Seminar and Presentation dated November 2019
- Internet and Computing Core Certification (IC^3) by New Horizons dated June 2021
- Professionalism in the Workplace (Liprorich consult Limited) dated May 2021
- Microsoft office suite (Word,Excel, PowerPoint) and Data Analysis using IBM SPSS by New Horizons dated May 2022
- Supervisory role for four months at Evercare Hospital Lekki (May 2022-August 2022)

Interests

- Do it Yourself
- Reading
- Travelling
- Listening to Music

Reference

- **Dr. Julius O. Adedayo - "Ekiti State University, Ado-Ekiti, Ekiti State, Nigeria."**
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- **Dr. Deborah Ojo - "Obafemi Awolowo University, Ile-Ife, Osun-State, Nigeria "**

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- **Dr. Kayode Adepoju - "University of Medical Sciences, Ondo, Ondo-State Nigeria "**
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